

# Volunteer Leader

Arguably, the most important role in your adoption group and the role that must be filled is that of Volunteer Leader. This person is ultimately responsible for safety, communication, data management, and the logistics of stewardship for your adopted park or open space. The following tasks fall under the purview of this role:

## *Liaison between the City of Eugene and the adoption group*

- Communicates with the EPS Regional Volunteer Coordinator on behalf of the adoption group
- Attends Volunteer Leaders Orientation and applicable trainings
- Leads adoption group events
- Leads volunteer work projects at adopted site
  - Keeps track of the work plan

## *Signs Partnership Agreement*

- Provides an alternate contact in case of absence

*Manage major roles – can be delegated to volunteers in your group* (see the following roles for more information)

- Data
  - Track required project and volunteer information
- Communication
  - Media outreach for work parties and raise awareness about your work
- Logistics
  - Manage the details of project planning
- Safety
  - Make sure everyone signs the waiver of liability and is working safely

## *Inspiration*

- Inspire your neighbors and fellow community members to action
- Keep existing volunteers engaged
  - Contact your EPS Volunteer Coordinator for potential recognition ideas
- Train new adoption group volunteers